

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: "BROWNFIELDS JOB TRAINING GRANTS"

ACTION: Request for Applications (RFA) - Initial Announcement

RFA NO: OSWER-OBCR-05-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.815

DATES: The closing date and time for receipt of Applications is September 16, 2005, 5:00 p.m. EDT. All applications, however transmitted, must be received in the Program Office by the closing date and time to receive consideration.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities to provide environmental job training projects that will facilitate assessment, remediation, or preparation of brownfield sites. Eligible entities must propose to serve a community that currently receives, or has received, financial assistance from EPA for brownfields assessment, revolving loan fund or cleanup competitive grants. States and certain eligible Indian Tribes currently receiving [CERCLA](#) Section 128 funding may propose to serve any community within their jurisdiction where the State or Indian Tribe is conducting site-specific brownfields work (e.g., assessment or clean up activities) with State, Indian Tribal or Federal CERCLA Section 128 funds.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is \$2,000,000. EPA anticipates award of 10 cooperative agreements, whose annual value shall not exceed \$200,000, resulting from this competitive opportunity.

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Section 1 - Funding Opportunity Description.

A. Background.

A brownfield site is “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant,” as defined in Section 101(39) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended ([CERCLA](#) or Superfund). The law further defines the term “brownfield site” to include a site that is contaminated by a controlled substance...; is contaminated by petroleum or a petroleum product excluded from the definition of ‘hazardous substance’ ...; or is mine-scarred land.”

In the early 1990s, stakeholders expressed concerns to EPA that more than 600,000 properties that were once used for industrial, manufacturing, or other commercial uses were lying abandoned or underused due to the actual or perceived presence of contamination. Brownfield areas, particularly those in city centers, were contributing to blight and joblessness in surrounding communities. Unknown environmental liabilities were preventing communities, developers, and investors from restoring these properties to productive use and revitalizing impacted neighborhoods.

In 1994, EPA responded to the brownfields problem with an approach that is locally based, encourages strong public-private partnerships, and promotes innovative and creative ways to assess, clean up, and redevelop brownfield sites. This approach empowers state, tribal, and local environmental and economic development officials to oversee brownfield activities. It encourages implementing local solutions to local problems. EPA has also provided funding to create local environmental job training programs to ensure that the economic benefits derived from brownfields revitalization efforts remain in local neighborhoods.

A critical part of EPA’s efforts to encourage assessment and cleanup of brownfields is participation by affected residents. In addition, EPA works to ensure that disadvantaged residents do not bear a disproportionate burden of the effects of environmental contamination. To help residents take advantage of jobs created by the assessment and clean up of brownfields, EPA initiated the Brownfields Job Training Grants.

The Small Business Liability Relief and Brownfields Revitalization Act (“Brownfields Law” or “the Law,” P.L. 107-118) authorizes EPA to fund training to facilitate assessment, remediation, or preparation of brownfield sites. In 2002, the Brownfields Law authorized funding for a national Brownfields Job Training Grants Program which incorporated many of the goals and objectives for job training grants as described above.

Eligible entities must propose to serve a community that currently receives, or has received, financial assistance from EPA for brownfields assessment, revolving loan fund, or cleanup competitive grants. For a complete listing of existing EPA-funded brownfields grant areas, please visit: <http://www.epa.gov/brownfields/plocat.htm>. States and certain eligible Indian Tribes currently receiving [CERCLA](#) Section 128 funding may propose to serve any community within their jurisdiction where the State or Indian Tribe is conducting site-specific brownfields work (e.g., assessment or clean up activities) with State, Indian Tribal or Federal CERCLA Section 128 funds.

EPA’s Brownfields Program is an organized commitment to help communities revitalize brownfield properties both environmentally and economically, mitigate potential health risks, and restore economic vitality to areas where brownfields exist. Successful cleanup and redevelopment of brownfields are proof that economic development and environmental protection can indeed coexist. As a part of the Brownfields Economic Redevelopment Program, EPA has funded 93 Brownfields Job Training grants

totaling \$15.3 million. As of summer 2005, more than 2,400 people had completed training; and more than 1,500 obtained employment in the environmental field with an average hourly wage of \$12.95.

Applicants that received a Brownfields Job Training grant from EPA in Fiscal Year 2004 (announced March 2004) or in Fiscal Year 2005 (announced May 2005) are not eligible to apply in FY 06. A list of brownfields job training grants awarded in Fiscal Year 2004 or in Fiscal Year 2005 can be found on the Brownfields Website, <http://www.epa.gov/brownfields/pilot.htm#previous>.

B. Eligible Use of Funds.

Funds awarded under Section 104(k)(6) of [CERCLA](#) must be used for training, research, and technical assistance to facilitate the inventory of brownfields properties, site assessments, cleanup of brownfields properties, community involvement, or site preparation. Eligible use of grant funds under this competitive opportunity include:

1. training residents for the handling and removal of hazardous substances, including training for jobs in sampling, analysis, and site remediation.
2. training in the management of facilities at which hazardous substances, pollutants, contaminants or petroleum contamination are located;
3. training for response activities often associated with cleanups for example, landscaping, demolition, and groundwater extraction;
4. development/refinement of existing curriculum for the training described in this paragraph.
5. training participants in the use of techniques and methods for cleanup of leaking underground storage tanks and other sites contaminated by petroleum products, asbestos abatement, or lead abatement where these topics are a component of a more comprehensive hazardous waste and substance management training course or environmental technology training course.
6. recruiting job training participants from communities impacted by brownfields and for outreach activities directed toward engaging prospective employers to be involved in the job training program. These activities should be part of improving participation in hazardous waste and substance management training for communities impacted by brownfields. Proposed training programs must establish procedures to ensure that participants are recruited from the neighborhoods where the brownfield site(s) are located. It is anticipated that these graduates will be employed in brownfields and/or environmental work which involves assessing and cleaning up contaminated sites within the graduate's respective community.

C. Prohibited Use of Funds.

Funds awarded under Section 104(k)(6) of [CERCLA](#) are intended for job training activities and may **not** be used for:

1. conducting site assessments or actual cleanups outside the context of on-the-job training.
2. conducting response activities often associated with cleanups for example, landscaping, demolition, and groundwater extraction--- except within the context of on-the-job training assignments. Assessment, cleanup, and associated activity costs must be funded through other means.

3. general or life skills education activities, such as remedial classes in math and reading; job readiness training, such as developing resumes and acquiring interview skills; job placement costs; GED costs; transportation costs, such as the costs of getting to and from class, or stipends for students; web site development; vehicle or medical insurance; or, child care costs.
4. costs that are unallowable (e.g., lobbying, fund-raising) under [OMB Circulars A-21](#) (universities), [A-87](#) (state, tribal, and local governments), or A-122 (nonprofit organizations), as applicable.
5. matching any other federal funds unless there is specific statutory authority for the match. [CERCLA](#) does not provide this authority. Grant funds may be used to match state or local funds, if authorized by the relevant state statute or local ordinance.
6. administrative costs, penalty, or fine. (*Refer to Appendix 2: Prohibitions on Use of Funds.*)

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

1. **Linkage to EPA Strategic Plan.** This project supports progress towards EPA Strategic Plan Goal 4 (Healthy Communities and Ecosystems), Objective 4.2 (Communities), and Sub-objective 4.2.3 (Assess and Cleanup Brownfields). Specifically, recipients of this grant will further goals of the Brownfields Job Training Program by training and placing residents, from communities impacted by brownfields, in careers in the environmental field. This in turn promotes the facilitation and cleanup of brownfield sites contaminated with hazardous substances, pollutants, contaminants, or petroleum, while simultaneously ensuring economic benefits derived from brownfields redevelopment activities remain with affected residents in those communities. EPA, in negotiating an assistance agreement work plan after an award under this competition, will ensure that the work plan contains well-defined outputs, and, to the maximum extent practicable, well-defined outcomes.
2. **Outcomes.** Through this project EPA anticipates increasing the capacity of governmental entities and nonprofit organizations to 1) help residents take advantage of jobs created by the assessment and cleanup of brownfields; 2) provide training that leads to sustainable employment in the environmental field; 3) improve community involvement and stimulate the development of constructive partnerships; 4) foster self sufficiency, in communities impacted by brownfields, with the skills needed to conduct assessment and remediation of brownfields sites; and 5) enable residents to participate in the promotion of environmental health and occupational safety, both on the job and in their communities.
3. **Outputs.** The anticipated output for this project is recruitment, training, and placement of individuals from brownfields impacted communities in environmental careers. EPA anticipates a minimum of at least 200 persons completing training by the end of Fiscal Year 2006 with a minimum job placement rate of at least 65%. Other outputs include: class room style training, practical training and curricula modules, appropriate certification in environmental technology related subjects, including OSHA, HAZWOPER, lead and asbestos abatement, and specialized knowledge of brownfields problems and solutions.

E. Supplementary Information.

The statutory authority for this action is “The Comprehensive Environmental Response, Compensation, and Liability Act” ([CERCLA](#)) of 1980, as amended by the Small Business Liability Relief and Brownfields Revitalization Act, 42 U.S.C. 9604(k)(6), Sections 101(39) and 104(k)6 which authorizes EPA to provide, or fund eligible entities or nonprofit organizations to provide, training, research, and technical assistance to individuals and organizations, as appropriate, to facilitate assessment, remediation, or preparation of brownfield sites.

Section 2 - Award Information.

A. What is the amount of available funding?

The total estimated funding for this competitive opportunity is \$2,000,000.

B. How many agreements will EPA award in this competition?

EPA anticipates award of 10 cooperative agreements, whose maximum annual value shall not exceed \$200,000, resulting from this competitive opportunity. Proposals in excess of the maximum annual value will not be considered or evaluated.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

1. close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. collaboration during performance of the scope of work;
3. approving substantive terms of proposed contracts;
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient)

C. Will proposals be partially funded?

EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation is January 1, 2006 through December 31, 2007. All projects must be completed within the negotiated project performance period of 12 to 24 months.

E. Can funding be used to acquire services or fund partnerships?

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves, does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with nonprofit organizations and governmental entities. **Recipients may only award subgrants to eligible entities as described in Section 3(A) below.** Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. For-profit organizations are not eligible subgrant recipients under this announcement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of [OMB Circular A-133](#), and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

The recipient must make clear in any solicitation for funding that the recipient’s organization, and not EPA, is seeking funding. The recipient may not imply that EPA endorses any fund-raising activities in connection with its project. Further, the recipient must make clear to donors that any gift to the recipient for use in connection with brownfields training, research, and/or technical assistance will go solely toward defraying it’s own expenses, and not those of EPA.

Section 3 - Eligibility Information.

A. Eligible Entities.

Proposals will be accepted from either eligible governmental entities as defined in [CERCLA](#) Section 104(k)(1) or eligible nonprofit organizations as defined in Public Law 106-107, the Federal Financial Assistance Management Improvement Act.

Eligible governmental entities include a general purpose local unit of government; a land clearance authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of government; a governmental entity created by a state legislature; a regional council or group of general purpose units of local government; a redevelopment agency that is chartered or otherwise sanctioned by a state; a state; an Indian Tribe (other than in Alaska), or an Alaskan Native Regional Corporation and an Alaska Native Village Corporation as those terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 and following); and the Metlakatla Indian Community. EPA welcomes and encourages proposals from coalitions of such entities, but a single eligible entity must be identified as the legal recipient. Intertribal consortia, except consortia comprised of ineligible Alaskan tribes, are eligible to apply as well.

Eligible nonprofit organizations include any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. Workforce Investment Boards that meet these criteria may be eligible nonprofit organizations. Public and nonprofit private educational institutions are eligible to apply. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

For-profit or proprietary training organizations or trade schools are not eligible to apply. Evidence of current nonprofit status under Federal, state or tribal law must be provided at the time the application is submitted.

B. Threshold Criteria.

EPA must assure that an application selected for funding meets the following “threshold criteria,” applied on a pass/fail basis. Applications which fail any one of the threshold criteria will not be considered further. Applications which meet the threshold criteria, will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Location of the Proposed Project. Identify the EPA-funded brownfields grant (assessment, RLF, or cleanup) in your project area.

If you are a State or certain eligible Indian Tribe (see section 1.1 “Applicant Eligibility” above) currently receiving CERCLA Section 128 funding, and you are proposing to serve a community where you are conducting site-specific brownfields work with State, Indian Tribal or Federal CERCLA Section 128 funds, then identify the community you propose to serve with your project.

2. Demonstration that Proposal Does Not Duplicate Other Federally Funded Environmental Job Training Programs. Applicants must demonstrate that the proposed training project does not duplicate other federally funded programs for environmental job training in their target community.

For example, applicants must demonstrate that the proposed training project does not duplicate National Institute of Environmental Health Sciences (NIEHS) hazardous waste management training programs in their target community. NIEHS maintains a list of their worker training grantees on their web site, <http://www.niehs.nih.gov/wetp>. If you are listed on this website as a recipient, you must demonstrate how services under this proposed project will complement but not duplicate existing federal job training activities in your targeted service area, i.e., different target audience, etc. You must undergo similar analyses for other federally funded job training programs serving the area or community(ies) in your proposal.

EPA anticipates award of 10 cooperative agreements, whose maximum annual value shall not exceed \$200,000, resulting from this competitive opportunity. Proposals in excess of the maximum annual value will not be considered or evaluated.

Section 4 - Application and Submission Information.

A. How to Obtain an Application Package.

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA’s Grants and Debarment website by visiting: http://www.epa.gov/ogd/grants/how_to_apply.htm.

B. Content and Form of Application Submission.

Applications must contain a narrative proposal, one completed and signed federal grant application package, and include 2 copies of the complete package as described below. Additionally, applicants shall also submit one complete copy of their application package, including attachments, to the appropriate EPA Regional Brownfields contact listed in *Appendix 1: List of Contacts*. A duplicate of the cover letter must be attached to each copy submitted. **The narrative proposal must explicitly describe the applicant’s proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*.**

1. A complete application must substantially conform to the following outline and content:
 - a. SF-424 Application for Federal Assistance, with original signature.
 - b. Narrative proposal, in the format detailed below.
 - c. Documentation of Non-Profit Status, if applicable.
 - d. SF-424 A, Budget by categories and indirect cost rate.
 - e. SF-424 B, Assurances for non-construction programs.
 - f. Certification Regarding Lobbying and SF LLL, if applicable.
 - g. EPA Form 4700-4 Preaward Compliance review report.
2. The narrative proposal must be typed, single line spaced, on 8 ½ " x 11 " paper. The narrative proposal shall not exceed 20 pages and must substantially conform to the following outline and content:
 - a. Cover Letter (2 pages maximum): The cover letter shall identify the brownfields job training and development grant applicant and a contact for communication with EPA. A maximum of two pages in length, the cover letter must include a brief description of your project, be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
 1. Applicant Identification: Provide the name and full address of the entity applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA.
 2. Location: City, county, and state or reservation, tribally owned lands, tribal fee lands, etc., of the brownfields community(ies) that you propose to serve. Include the names, addresses, and phone numbers of: the mayor, county executive, governor, tribal chair, etc., for the brownfields community that you propose to serve.
 3. Contacts: Please provide name, phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project proposal. These individuals may be contacted if other information is needed.
 4. Date Submitted: Date proposal is submitted to EPA via registered or tracked mail.
 5. Project Period: Project period must not exceed two years.
 6. Population:
 - A. Provide the general population of your jurisdiction.
 - B. If you are not a municipal form of government, provide the population of the area addressed by this proposal. Tribes must provide the number of tribal/non-tribal members affected.
 7. Other: Indicate whether you are a federally recognized tribe; federally designated Empowerment Zone/Enterprise Community; or, federally designated Renewal Community.
 8. Cooperative Partners: Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project.
 9. Funding Requested. Specify the amount you are requesting from EPA.

- b. Project Description (15 pages maximum): The project description must provide a concise overview of how the applicant will implement and conduct its operation and include a Project Work Plan (including a description of all tasks, dates of completion, products and deliverables, and proposed budget).

The narrative proposal must discuss how the proposal addresses each of the selection criteria in Section 5 and include:

1. A detailed project summary, describing specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task;
2. A detailed explanation of how project success will be evaluated; (*Refer to Section 5(A), Evaluation Criteria, "Performance Measurement."*)
3. A discussion of the applicant's:
 - A. past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project;
 - B. history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports;
 - C. organizational experience and plan for timely and successfully achieving the objectives of the project,
 - D. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project;

Proposals must be clear, concise and specifically address each of the selection criteria identified in Section 5 of this announcement. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to propose a comprehensive environmental training program covering all student needs may result in a lower ranking.

For purposes of evaluating applicants under the programmatic capability and/or past performance criterion in Section 5, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

- c. Detailed Itemized Budget (3 pages maximum). The proposal must include a detailed budget narrative which clearly explains how funds will be used for each of the following categories and how it relates to the objective of providing environmental training:
1. Personnel
 2. Fringe Benefits
 3. Contractual Costs
 4. Travel
 5. Equipment
 6. Supplies
 7. Other (please be specific)
 8. Non-EPA Project Funding
 9. Administrative Costs
 10. Total Indirect Costs (must include documentation of accepted indirect rate)
 11. Total Cost (including EPA and Non-EPA Funds)

Costs proposed in the budget should be linked directly to the proposal. Following is a suggested budget format.

Project Funding	Instruction	Outreach	Other Tasks	Total
EPA Project Funding				
Personnel				
Fringe benefits				
Travel				
Contractual				
Supplies				
Other (please be specific)				
Total EPA Funds				
Non-EPA Project Funding				
Administrative Costs				
Other (please be specific)				
Total Non-EPA Funds				

Although EPA grant funds may be used for outreach, curriculum development, personnel, equipment, and supplies, emphasis should be placed on delivery of training. The Brownfields Law prohibits any part of a grant or loan awarded under [CERCLA](#) Section 104(k) for the payment of administrative costs. Thus, EPA project funding in your budget must reflect eligible programmatic costs. For example, personnel costs listed below must be programmatic costs, e.g., costs for instructor(s) salaries. (*Refer to Appendix 2: Prohibitions on Use of Funds.*)

Under OMB Circulars, EPA financial assistance cannot be used for fund-raising. Therefore, any costs associated with fund-raising must not be included in the budget for your proposal or charged to your EPA cooperative agreement if your proposal is successful.

[Note: Items (d) through (i) of this section are considered “Attachments” and will not be included in the maximum page limitation.]

- d. Key Personnel. The applicant must submit a summary of the qualifications of instructor(s) and key staff who will be significantly involved in the project. The summaries may be in the form of resumes.
- e. References: (*These organizations will be contacted by EPA during the evaluation of your proposal.*) Letters of support must be provided as an attachment.
 1. **Two employers who have hired participants from your job training program** (environmental or other). Provide the names of the participants who were placed with the employers you listed above, the names of the employers, and phone numbers of the person to contact in these organizations. If your organization already has experience working with environmental employers, provide the names of the employers, phone numbers, and persons to contact at these organizations.

2. **At least two neighborhood and community-based organizations you are currently working with in developing your proposed job training program.** Provide the names and phone numbers of persons to contact at these organizations.
 3. **Two organizations from the employer community who have been involved in the development of the proposed job training program.** These employers may include local businesses, environmental contractors, and/or brownfield site owners. Involvement may include curriculum development, advisory councils, apprenticeships, and mentoring. Provide the names of these organizations, and contact person(s) with phone numbers. Please note whether any of the employers listed above have expressed a commitment and/or intent to hire graduates of your proposed job training program.
- f. Course outline. This should include the number of hours to be administered, duration of the course(s), and certifications to be obtained.
 - g. A copy of a dated and signed letter informing the appropriate state or tribal governmental environmental program of your plans to apply to EPA for a Brownfields Job Training grant. The letter should provide a brief description of the brownfields community that you propose to serve with your application. The purpose of this letter is to initiate and facilitate dialogue between the job training grant applicant and the state or tribal environmental program contact about potential job placement opportunities in planned and/or ongoing brownfields assessment and cleanup activities.
- If you are a State or eligible Indian tribe (*Refer to Section 3(A), Eligible Entities*) currently receiving [CERCLA](#) Section 128 funding, you are not required to include this letter. For a list of state and Indian Tribal environmental program contacts, please visit: <http://www.epa.gov/brownfields/stentct.htm>.
- h. A milestones schedule indicating start times and completion dates of significant tasks under your program (e.g. outreach, procurement of a contractor, recruitment, instruction, placement, tracking).
 - i. Auditing records. Provide documentation of any adverse audit findings related to your organization.

Proposals must be concise and well organized, and must provide the information detailed in *Section 4(B), Content and Form of Application and Submission*, **including responses to all Section 3(B), Threshold Criteria and Section 5(A), Evaluation Criteria identified in this announcement.** Factual information about your proposed project and community must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. Responses to criteria must include the criteria number and title but need not restate the entire text of the criteria. Electronic copies of these guidelines can be obtained from the EPA [Brownfields](#) web site (www.epa.gov/brownfields), or by contacting your regional brownfields representative listed in *Appendix 1: List of Contacts*.

Applicants are strongly advised to avoid submission of non-essential materials unrelated to the proposal's requirements. Upon receipt, applications will be reviewed for content and copied for distribution to evaluators. Pages exceeding the maximum page limitation will not be copied or evaluated. The maximum page limitation does not include the SF 424, or the attachments identified in Section 4(B)(2)(d-i) of this announcement. Applications which do not substantially conform to the specific outline and content detailed above will not be considered for award. All application materials must be completed in

English. Do not include binders, spiral binding, or color printing. Photos and graphics will not be considered.

C. Submission Dates and Times.

1. The closing date and time for submission of completed application packages is September 16, 2005, 5:00 p.m. EDT. All applications, however transmitted, must be received at the designated location by the closing date in time to receive consideration. Applications received after the closing date and time will not be considered for funding.
2. **Confidential Business Information.** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.
3. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit their applications. The application must be addressed to and received by the deadline at the following address:

Express Delivery Address (FedEx, UPS, DHL, etc.), U.S. Postal Service, or Hand Delivery
Environmental Management Support, Inc.

Attn: Mr. Don West
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone 301-589-5318

(Note: Overnight mail must include Mr. West's phone number in the address.)

Electronic submission of proposals, or facsimile delivery of proposals is not permitted. Proposals received either by electronic or facsimile submission will not be considered or evaluated for award.

Section 5 - Application Review Information.

A. Evaluation Criteria.

Each eligible proposal, based on *Section 3, Eligibility Information* and *Threshold Criteria*, will be evaluated according to the criteria set forth below. Proposals that are best able to directly and explicitly address the evaluation criteria below will have a greater likelihood of being selected for award. Each proposal will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
<p>Training Program Objectives and Plans.</p> <ul style="list-style-type: none"> • To what extent are the objectives of your proposed project clearly identified including: the number of participants you expect to train through this grant; the number of training cycles; the number of hours per cycle; the names of courses; and, the targeted placement rate at jobs that bear a direct correlation to the training received? To what extent will these objectives ensure your program will successfully achieve the outcomes/outputs identified in <i>Section I(D), EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs</i>? • What certifications will graduates of your job training program earn? To what extent will these certifications ensure employment for graduates of your program and apply to the hiring needs of employers in your community? Are your instructors licensed to provide such certification? To what extent will fees (e.g. licensing, certification, and medical examination fees) burden participants of your program, if any? • To what extent will the criteria you plan to use to recruit and screen prospective trainees for entrance into your program ensure participants graduate your program? How accessible are the training facilities to residents you plan on recruiting for your job training program? • To what extent will local incentives or other mechanisms for encouraging employment of local residents increase the likelihood of your program's success (e.g., first source or local hire ordinances for contractors of public agencies, tax incentives for local hire, wage subsidies, or other mechanisms)? • What are your job development strategies? What is the likelihood that these strategies will support the placement of graduates of your job training program in on-going brownfield assessment and cleanup activities in your targeted community? To what extent will your strategy for marketing to environmental employers increase the likelihood that graduates will be placed in full-time positions at these organizations? To what extent have you made an effort to partner with your State and/or Tribal government environmental office? 	20

<p>Community Involvement and Employer Partnerships.</p> <ul style="list-style-type: none"> • What is your partnership with the EPA brownfields grant recipient(s) in your grant area? To what extent will this partnership foster future employment for job training graduates in the community? • Did your organization take any early steps to notify the community about your proposed job training program (e.g. public hearings, forums, advertisements)? To what extent did your organization involve the community during the development of your job training program and/or proposal? • To what extent has your organization made an effort to partner with local community groups, labor unions with apprenticeship programs, Workforce Investment Boards, and academic institutions, located in or near the brownfield community? What is the value that each of these partners will add to your program? • To what extent has your organization partnered with other organizations in your community in an effort to secure non-environmental related training and support (e.g., life skills training, pre-employment training, GED preparation, child care, academic enhancement, placement assistance, counseling, transportation assistance)? Please provide letters of support for any commitments these organizations have made. • To what extent has the employer community (for example, local businesses, environmental contractors, brownfield site owners) been involved in the development of the proposed job training program (e.g. curriculum development, advisory councils, apprenticeships, and mentoring)? Has your organization conducted any labor market assessments in your community, or conducted any research, which would indicate a demand for skilled environmental professionals? 	<p>20</p>
<p>Programmatic Capability and Institutional Capacity. This factor will measure the applicant's</p> <ul style="list-style-type: none"> • organizational experience and plan for timely and successfully achieving the objectives of the project. To what extent will your organizational structure and project management system demonstrate a high likelihood of success in managing and administering activities, including: troubleshooting, problem-solving, recruitment, screening, pre-training, environmental training, placement, and tracking? To what extent do you possess the requisite capabilities, staff, resources, and equipment needed to successfully perform this project? • staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. To what extent will your organization's and instructor(s)' experience demonstrate a high likelihood of success in delivering an effective environmental job training program that serves the needs of low-income, minority, unemployed, and/or underemployed individuals in the community you propose to serve? • To what extent will your organization's record of training and placing individuals in full-time employment, and, if applicable, in training and placing individuals from the target community you propose to serve, ensure your program will be successful in meeting the outcomes/outputs listed in <i>Section I(D) Strategic Plan Linkage and Anticipated Outcomes/Outputs</i> of this solicitation? 	<p>15</p>

<p>Past Performance.</p> <ul style="list-style-type: none"> • What is your history of past performance in managing and successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed program? Were you ever a previous recipient of an EPA Brownfields Job Training grant? What was your success in training and placing graduates? If you failed to meet your original training and placement goals as an EPA Brownfields Job Training grant recipient, what steps have you taken to improve your program and what are the new strategies you will implement to place graduates? • To what extent does your organization demonstrate the ability to effectively administer and manage a federal grant? If you currently do not have the financial management system in place, how do you plan to acquire it? Has your organization ever been audited by a federal, state, tribal, or local government inspector general or similar organization? Has your organization ever been audited by the U.S. General Accounting Office? If so, what were the findings of these audits? When was the last audit conducted and by whom? If you are, or have previously been, required to comply with special “high risk” terms and conditions under agency regulations implementing OMB Circular A-102, provide documentation of this as an attachment. (<i>Refer to Section 4(B)(2)(i).</i>) • If you were a previous recipient of an EPA brownfields cooperative agreement(s), what was your history in complying with quarterly progress reports, procurement standards, brownfields reporting measures, and submission of annual financial reports? If you have not previously received Federal funds, what is your history of managing private funding, or funding awarded by state, tribal or local governments? Applicants who have not performed projects with outside financing may provide information regarding academic or community projects. (<i>NOTE: Applicants who do not have relevant past performance will receive a neutral score for this sub-factor.</i>) 	<p>15</p>
<p>Budget, Schedule, and Leveraging.</p> <ul style="list-style-type: none"> • To what extent will your proposed budget effectively sustain your job training program? How do you plan on managing this budget? This should include cost estimates for each of the proposed project activities to be conducted using EPA funds. EPA does not require that applicants include a match or cost share, however evidence of leveraged funds is encouraged. • To what extent has your organization demonstrated the ability to leverage outside funding for your job training program? How will these leveraged funds be used to further develop your program (for example, recruitment, instruction, placement, etc.)? Will any of these funds be used towards costs ineligible by the EPA (e.g. life skills training, child care, etc.)? 	<p>10</p>

<p>Performance Measurement.</p> <ul style="list-style-type: none"> • To what extent are the milestones and objectives as referenced in your attached timetable, specific, measurable, and realistic? • How will your organization ensure sustainable employment, including initial job placement, retention and continuous employment for participants of your job training program? To what extent will your organization provide job search support and resources for participants? How will participants of your job training program access these resources? How will graduates be tracked? What is the target time frame for tracking (at least one year)? • To what extent has your organization designed a strategy to ensure successful implementation of evaluation measures (e.g. issues with the training and attrition)? • What reports or other deliverables will you plan on providing to the EPA as documentation of your program's success and progress? How do you plan on measuring and tracking the success of your program in order to achieve the expected/outputs listed in <i>Section 1(D), EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs</i>? • What is your organization's strategy for continuation of your job training program after original funding has been exhausted? To what extent is this plan realistic and detailed? 	10
<p>Community Need. Applicants will be evaluated on the extent to which they address the needs of the community they propose to serve, the impact their proposed project will have on the community, the inability of the applicant to draw on other sources of funding for environmental remediation related activities, and the extent to which the applicant demonstrates an understanding of how these demographic variables are interconnected from a brownfields redevelopment point of view.</p> <ul style="list-style-type: none"> • What is the target community you propose to serve under this project? Is your community located in a rural area? What demographic information and indicators, such as the poverty rate and the unemployment rate are present in this community? What is the impact that the presence of these indicators has on the targeted community and how these indicators relate to current brownfields challenges in your community, including environmental, social, and economic issues? If referencing a site(s), discuss how the presence of these indicators affects the whole community and not just the immediate site impacts. • How will your proposed program address environmental justice concerns and address issues faced by low-income, minority, or socio-economically disadvantaged populations within your target community? 	10

B. Other Factors.

1. In addition to evaluating applications based on the factors identified above, in making selection recommendations EPA reserves the right to consider other factors such as: fair distribution of funds between urban and non-urban areas and among EPA's ten Regions; designation as a federal Empowerment Zone, Enterprise Community, or Renewal Community; and, whether the proposed project will assist in addressing environmental justice concerns (such as the disproportionate impact on, or presence of brownfields sites near, low-income and/or minority citizens).

C. Review and Selection Process.

Applications received in response to this announcement will initially be reviewed by the cognizant regional office to determine compliance with *Section 3(B), Threshold Criteria*. Each application, which successfully meets the threshold criteria, will be evaluated by a national panel chosen to address the range of activities associated with the National Brownfields Job Training Program. The Evaluation Panel, composed of EPA Headquarters and Regional staff and other federal agency representatives, will base its evaluation solely on the selection criteria disclosed in this notice (*see Section 5(A), Evaluation Criteria*) and will assign an evaluated point score.

EPA Regions may provide information to the evaluation panel on an applicant's response to the "Past Performance" ranking criterion. This information may take into account the Regional EPA Office's experience, if any, with the applicant's performance on grants managed by the Region.

Completed evaluations will be referred to a Selection Committee that is responsible for further consideration and final selection. Proposal(s) with the highest evaluated point scores (subject to the quality of proposals, availability of funds, and consideration of *Section 5(B), Other Factors*) will be recommended for award.

Section 6 - Award Administration Information.

A. Award Notices.

Following final selections, all applicants will be notified regarding their application's status.

1. EPA anticipates notification to *successful* applicant(s) will be made via telephone, electronic or postal mail by January 1, 2006. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection.
2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by January 1, 2006. In either event, the notification will be sent to the original signer of the application or the project contact listed in your application.

B. Administrative and National Policy Requirements.

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.
2. This program is excluded from coverage under Executive Order 12372 (Intergovernmental Review) as referenced in EPA's Federal Register Notice from November 26, 1986, to exempt hazardous waste training programs from intergovernmental review.
3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

C. Reporting Requirement.

The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

Additionally, the recipient agrees to submit to the EPA Project Officer a final report at the close of the grant. The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the job training program after the expiration of the brownfields grant and sources of funding.

D. Disputes.

Assistance agreement competition-related disputes will be resolved in accordance with the [dispute resolution procedures](http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm) published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency contact identified in Section 7 of this announcement.

E. Pre-Award Administrative Capability Review.

Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

Section 7 - Agency Contact.

FOR FURTHER INFORMATION CONTACT: Joseph Bruss, U.S. EPA, Office of Brownfields Cleanup and Redevelopment (MC 5105T), 1200 Pennsylvania Avenue, N.W., Room 2402, Washington, DC 20460; Phone (202)566-2772; Fax (202) 566-2757, or email bruss.joseph@epa.gov.

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Answers will be posted, bi-weekly, until the closing date of this announcement to the EPA webpage (<http://www.epa.gov/brownfields>), under the heading "Job Training Grants."

EPA Regional Brownfields staff may respond to individual questions regarding threshold eligibility requirements, but will not provide assistance on applicant responses to selection criteria. Agency personnel will not review or comment on draft proposals or provide any competitive assistance to any applicant.

Section 8 - Other Information.

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement. The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Successful applicants will be required to submit a final cooperative agreement application package to their EPA Regional office. This package will include an EPA-approved final work plan that describes the

work to be performed, including a final budget, and the required certification forms.

Appendix 1: List of Contacts

Regions and States		Address and Phone Number
EPA Region 1 Chris Lombard	CT, ME, MA, NH, RI, VT	One Congress Street, Suite 1100 (Mail code HIO) Boston, MA 02114-2023 Phone (617) 918-1305 Fax (617) 918-1291 email: lombard.chris@epa.gov
EPA Region 2 Larry D'Andrea	NJ, NY, PR, VI	290 Broadway, 18th Floor New York, NY 10007 Phone (212) 637-4314 Fax (212) 637-4360 email: dandrea.larry@epa.gov
EPA Region 3 Jeff Barnett	DE, DC, MD, PA, VA, WV	1650 Arch Street (3HS34) Philadelphia, PA 19103-2029 Phone (215) 814-3246 Fax (215) 814-5518 email: barnett.jeff@epa.gov
EPA Region 4 Kathleen Curry	AL, FL, GA, KY, MS, NC, SC, TN	Atlanta Federal Center 61 Forsyth Street (SNFC, EPA Mail Room) Atlanta, GA 30303 Phone (404) 562-8660 Fax (404) 562-8628 email: curry.kathleen@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	77 West Jackson Boulevard (SE-4J) Chicago, IL 60604-3507 Phone (312) 886-4747 Fax (312) 886-6741 email: morgan.linda@epa.gov
EPA Region 6 Camisha Scott	AR, LA, NM, OK, TX	1445 Ross Avenue, Suite 1200 (6SF-PB) Dallas, TX 75202-2733 Phone (214) 665-6755 Fax (214) 665-6660 email: scott.camisha@epa.gov
EPA Region 7 Ina Square	IA, KS, MO, NE	901 N. 5th Street (SUPR/STAR) Kansas City, KS 66101 Phone (913) 551-7357 Fax (913) 551-8688 email: square.ina@epa.gov
EPA Region 8 Dan Heffernan	CO, MT, ND, SD, UT, WY	999 18th Street, Suite 300 (EPR-B) Denver, CO 80202- 2466 Phone (303) 312-7074 Fax (303) 312-6067 email: heffernan.daniel@epa.gov
EPA Region 9 Bobbie Kahan Wallace Woo	AZ, CA, HI, NV, AS, GU	75 Hawthorne Street (SFD 1-1) San Francisco, CA 94105 Phone (415) 972-3143, (415) 972-3270 Fax (415) 947-3528 email: kahan.bobbie@epa.gov or woo.wallace@epa.gov

EPA Region 10 Laura Caparroso	AK, ID, OR, WA	1200 Sixth Avenue (ECL-112) Seattle, WA 98101 Phone (206) 553-6378 Fax (206) 553-0124 email: caparroso.laura@epa.gov
EPA Headquarters Joseph Bruss Myra Blakely		U.S. Postal Service mailing address: 1200 Pennsylvania Avenue, NW, (MC 5105T) Washington, DC 20005 Overnight Delivery mailing address: EPA West Building 1301 Constitution Avenue, Room 2402 Washington, DC 20004 Phone (202) 566-2772, (202) 566-2750 Fax (202) 566-2757 email: bruss.joseph@epa.gov or blakely.myra@epa.gov

Appendix 2: Prohibitions on Use of Funds

Funds awarded under Section 104(k)(6) of [CERCLA](#) are intended for job training activities and may **not** be used for:

1. A penalty or fine.
2. Federal cost-share requirement (for example, a cost share required by other federal funds).
3. A response cost at a brownfield site for which the recipient of the grant or loan is potentially liable under CERCLA Section 107.
4. A cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the cleanup.
5. The payment of an administrative cost.

In implementing the administrative cost prohibition, EPA has made a distinction between prohibited administrative costs and eligible programmatic costs.

A. Administrative Costs. Prohibited administrative costs are direct costs including those in the form of salaries, benefits, contractual costs, supplies, and data processing charges incurred to comply with most provisions of the “Uniform Administrative Requirements for Grants” contained in 40 CFR. Part 30 or 40 CFR. Part 31. Direct costs for grant administration are ineligible even if the grantee or subgrantee is required to carry out the activity under the grant agreement. Prohibited administrative costs are also all indirect costs under OMB Circulars A-21 (Educational Institutions), A-87 (Governments), and A-122 (Nonprofit Organizations), and Subpart 31.2 (Commercial Organizations) of the Federal Acquisition Regulation.

Ineligible grant administration costs include expenses for:

1. Preparation of applications for Brownfields grants and sub-grants;
2. Record retention required under 40 CFR 30.53 and 40 CFR 31.42;
3. Record-keeping associated with supplies and equipment purchases required under 40 CFR 30.33, 30.34, and 30.35 and 40 CFR 31.32 and 31.33;
4. Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 40 CFR 30.25 and 40 CFR 31.30;
5. Maintaining and operating financial management systems required under 40 CFR 30.20 and 40 CFR 31.20;
6. Preparing payment requests and handling payments under 40 CFR 30.22 and 40 CFR 31.21;
7. Non-federal audits required under 40 CFR 30.26, 40 CFR 31.26, and OMB Circular A-133;
8. Close out under 40 CFR 30.71 and 40 CFR 31.50.

B. Programmatic Costs. EPA has determined that the administrative cost prohibition does not apply to “programmatic” costs, (i.e., costs for activities that are integral to achieving the purpose of the grant), even if the Agency considered the costs to be “administrative” under the prior Brownfields Program.

1. The prohibition does not apply to direct costs of training. For example, costs for instructors salaries, program management salaries (to the extent that such costs are included in the scope of work for the brownfields job training grant), training materials (e.g. textbooks, equipment, and classroom supplies), necessary travel and transportation expenses and, medical tests required to qualify for hazardous substances related work are programmatic, not administrative.

2. Direct costs, as defined in the applicable OMB Cost Principle Circular, for the following programmatic activities are not subject to the administrative cost prohibition. These costs, however, must be allowable under the scope of work for the grant. Costs incurred for complying with procurement provisions of 40 CFR Part 30 and Part 31 are considered eligible programmatic costs only if the procurement contract is for services or products that are direct costs for training as described above. Costs for performance and financial reporting required under 40 CFR 30.51 and 30.52, and 40 CFR 31.40 and 31.41 are eligible programmatic costs. Performance and financial reporting are essential programmatic tools for both the recipient and EPA to ensure that grants are carried out in accordance with statutory and regulatory requirements.
3. If your organization intends to provide noncompetitive subgrants to other nonprofit or governmental organizations, discuss the process you will follow to ensure that these agreements meet the standards for financial assistance contained in OMB Circular A-133, Section .210.

For further information on these prohibitions, contact your regional brownfields representative listed in *Appendix 1: List of Contacts*.